

ARENA MANAGER

DISTINGUISHING FEATURES OF THE CLASS: The work involves overseeing all operations of the Broome County Veterans Memorial Arena and the Forum Performing Arts Theater. This is an administrative position involving the efficient operation of large scale multi-purpose entertainment facilities. The incumbent is responsible for the coordination of diverse services necessary to the efficient operation of the Arena and the Forum. The work entails accountability for the proper promotion of the Arena and the Forum as exhibition centers and performance facilities. The incumbent has fiscal responsibility for the overall operation, contracts, concessions and permanent tenants of the facilities. The work is performed under the supervision of the Commissioner of Public Works. Broad policy is established by the Arena-Forum Board of Directors and the Commissioner of Public Works. Does related work as required.

TYPICAL WORK ACTIVITIES:

Promotes use of the Arena and the Forum to their fullest potential;
Seeks opportunities for the Arena and the Forum to serve as outlets for events of public interest;
Contacts and negotiates agreements with promoters wishing to utilize the facilities;
Establishes regulations and procedures governing the use of the facilities;
Prepares budgets and rental fee policies;
Coordinates policing operations, stagehands and other workers necessary for events;
Ensures all applicable codes are complied with;
Administers all financial settlements for Arena and Forum events;
Prepares reports and participates in facility director's meetings.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Technical and administrative leadership of a high order;
Thorough knowledge of the principles of public relations, personnel management, entertainment promotion and budgeting as they apply to operation of a municipal auditorium and theater;
Thorough knowledge of methods and practices of a large-scale building maintenance program;
Ability to effectively coordinate and schedule work involving numerous inter-relationships and inter-dependencies;
Ability to develop productive relationships with the public and interested groups;
Ability to originate new procedures under stress of fixed schedule deadlines;
Ability to address public and private groups on advantages of

facilities;
Initiative;
Resourcefulness;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: To be determined by the appointing authority.

SPECIAL REQUIREMENTS:

- 1) Possession of the appropriate level motor vehicle operator's license at time of appointment.
- 2) Incumbents in this position are required by the County Legislature to reside within the County of Broome at all times during their employment in the title.

Neither the Administrative Code nor the Broome County Charter references minimum qualifications for this position.

R362 1/30/12

Jurisdictional Classification: EXEMPT